

A G E N D A

City of St. Louis Website Policy Committee

When: Wednesday, November 16, 2011, 2 PM
Where: 1015 Locust, Ste 1200 (SLDC), Large Board Room
Subject: City Website Policies

Members:

- Kara Bowlin, chair (Mayor)
- vacant (Comptroller)
- Vacant (President BOA)
- Tom Stoff (County Offices)
- Donna Brooks (Communication)
- Ivie Clay (SLDC)
- David Newburger (Accessibility)
- Sonya Pelli (ITSA Web)

Start time: 2:00 PM

Target End time: 3:15 PM

In attendance: David Newburger, Will Hanes (for Tom Stoff), Ivie Clay, Donna Brooks, Sonya Pelli

- I. Welcome
- II. Review past meeting action item status
- III. Vote on Website Technology Standard Policy
- IV. JAWS Demonstration (assistive technology) by David Newburger
- V. Review/vote on Accessibility Policy
- VI. Update from Kara on Citywide IT Governance Effort

Discussion

1. Procedure for compliance and enforcement of Technology Protocol policy
2. Lack of clarity about how enforcement and compliance for website related issues will work in the broader IT governance structure
3. Need review method for reviewing site content

Decisions Made

1. Standard Technology Protocol was approved after inclusion of section 6.4 outlining procedure for compliance and enforcement
 - **protocol:** <http://stlouis-mo.gov/government/departments/information-technology/web-development/website-technology-protocol.cfm>
2. Policy committee members will review and **vote by email by December 2, 2011**
 - **policy:** <http://stlouis-mo.gov/government/departments/information-technology/web-development/accessibility-usability-content-policy.cfm>

- **standards and guidelines:** <http://stlouis-mo.gov/government/departments/information-technology/web-development/accessibility-standards.cfm>
- 3. Office on the Disabled and Web Team to hold joint peer review meetings with departments to encourage compliance with accessibility and other website standards
- 4. Policy Committee will submit recommendations to next incarnation of IT governance on enforcing adopted standards.

Action Items

1. David to email available dates to Sonya to develop a review schedule and process
2. Sonya to check with web team of ways to create short-cuts to main page content when using assistive technology like Jaws or other text-to-speech readers.